



employer advisor

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For real-time help, use our Live Chat feature in upper right-hand corner of <https://jobs.utah.gov/ui/employer>



Read the latest on Utah's economy here:



Estimate Your 2015 Contribution Rate

Get a jump start on estimating your future costs for Unemployment Insurance (UI). Here's how to calculate your 2015 **Contribution (Tax) Rate**:

- Beginning the third quarter 2010 through second quarter 2014 (July 1, 2010–June 30, 2014) you will need:
 - Your **Benefit Costs**
 - Your **Subject (Taxable) Wages**, not total wages
 - Reserve Factor Estimate: 1.00**
 - Social Cost Estimate: 0.004**
- **Benefit Costs ÷ Subject Wages = Benefit Ratio**
- **Benefit Ratio x Reserve Factor + Social Cost = Overall Contribution Rate**

If you owe contributions for third quarter 2013 through second quarter 2014 (July 1, 2013 – June 30, 2014) then add 1% to the **Overall Contribution Rate** (avoid this surcharge by paying your past due contributions).

Utah uses a charge back system to calculate contribution rates. Employers whose former employees have received UI benefits are more likely to have a higher contribution rate than those employers who don't have **Benefit Costs** on their UI account.

You can find your **Benefits Costs and Subject (Taxable) Wages** on our website. Sign in at: <https://jobs.utah.gov/ui/employer>. Under the **Admin** tab, click **Display Benefit Costs**. If there are **Inheritance Wages** within the time frame shown above, add them to the **Tax Wages**.

Please note that this is an *estimate* and the final **Overall Contribution Rate** may differ from your calculation. Finalized rates will be sent to you in early December. If you have any questions, please contact Employer Accounts at (801)526-9235, option three.



Commonly Overlooked or Misclassified Payments

When reporting wages, please include the following payments to workers, which are subject to Unemployment Insurance contributions:

- Bonuses including holiday bonuses, performance bonuses, and sign on bonuses
- Finders fees (bonuses paid to employees for referring a potential customer)
- Payments to workers hired on a trial basis
- Temporary or part-time workers

Although this is not an exhaustive list, these are some of the most common misclassified payments found when auditing employers. Please refer to Section 208 of the Unemployment Security Act and R994-208 of the Utah Administrative Code for more information: <https://jobs.utah.gov/ui/employer/public/questions/uilaws.aspx>

New Online Wage Audit Reporting System —Give it a try!

As an employer, you may have already received Form 613R1 asking you to complete wage audits for current or former employees online. These audits ensure that UI benefits were properly paid during the audit time period. By mid-August, nearly 1,500 employers had utilized the new system.

By accurately and promptly completing these audits online, employers save time and resources while helping prevent improper payments that increase benefit costs. We encourage you to try the new system when you receive a wage audit request. Responses can be submitted at <https://jobs.utah.gov/ui/employer> by selecting "File a Wage Audit (613) Now" in the claims box. The following tips will ensure a successful online experience:

- Consider providing an email address where the Form 613R1 can be sent electronically instead of receiving it by fax or mail. The email link will automatically direct you to the appropriate web page rather than requiring you to type in a lengthy URL. The email address that you provide should be the same one used to log on to our website at jobs.utah.gov to complete the audit. To provide an email address, please call 801-526-4400 (option one, option four, then option one again).
- Pay close attention to the questions in the audit in order to answer them as specifically and accurately as possible. Because the online system is dynamic, the answers provided at each step in the audit determine subsequent questions.



- If your situation does not seem to fit the questions in the wage audit or you are unsure how to report something, consider using the live chat feature in the upper right-hand corner of the web page. This will promptly connect you with a DWS worker who can provide assistance.

We understand that responding to wage audits is just one of many important tasks you must complete. We appreciate the efforts you make to complete them quickly and accurately. By working together, we help to maintain the integrity of the UI trust fund.

If you have any questions regarding wage audits and the new online reporting system, please contact the Eligibility Determination Unit at 801-526-4400 (option one, option four, then option one again).

Explore the Unemployment Insurance Website!

Many employers use the Unemployment Insurance website at <https://jobs.utah.gov/ui/employer>. Two of the boxes on this webpage contain green cells leading to required submissions affecting almost all employers. The first, "File New Hire Report," serves as a quick method to submit new hire information within the legally required 20 days. The second green cell, "File Tax Report," allows all employers to file their quarterly tax report timely and accurately.

Other employer based options appear in the remaining boxes. Please take a moment to access this website and see how it can help you as an employer.